Board of Commissioners Meeting Memorandum

Date: March 4, 2007

From: Rebecca Carter, Director of Regulatory Compliance

Subject: BROWN MACKIE COLLEGE -MICHIGAN CITY & SOUTH BEND

NEW ASSOCIATE OF SCIENCE DEGREES

Staff Recommendation

The commission staff recommends that Brown Mackie College at Michigan City and South Bend be granted the authority to award the Associate of Science degree in the following program:

Veterinary Technician

Background Information

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS).

The associate of science degrees consist of 96 quarter-credit hour of training; a minimum of 50% of the courses are in the Specialty; and a minimum of the 35% of the remaining courses are in Liberal Arts. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

- 1. Degree Application
- 2. Instructor Qualification Record Forms

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

	-			, ,		
Name of Institution		Brown	Mackie College	- Michigan City		
Name of Program		Veterinary Technician				
Level of Degree (AAS	S, AS, AA,	BAS, BA, BS,	MBA, MAS, MA	, MS, Ph.D.)	AS	
Name of Person Prep	aring this	Form		Diane Didonna		
Telephone Number		219-87	77-3100	<u>Applicati</u>	on Type	
Date the Form was Pr	repared	Februar	y 5, 2007	⊠ New	Renewal	
I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.						

The program in Veterinary Technician is a two-year program designed to provide students the knowledge and skills needed to obtain entry-level employment in a variety of modern veterinary clinical settings and veterinary-related fields. Graduates of the program will be able to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assisting for a variety of domestic animals. These skills combined with the knowledge gained through general education courses will enable graduates to be successful as veterinary technicians in all fields of veterinary medicine.

The intent of the Veterinary Technician program is for graduates:

- To achieve a passing score on the veterinary technician certification exam.
- To meet or exceed the expectation of employers, their staff, and clients whom they serve in regard to the level of knowledge and skills needed for entry-level employment as a veterinary technician.
- To demonstrate the utmost humane and ethical practices when providing care to any and all animals.
- To recognize the need for continuing education in the field of veterinary technician to maintain the knowledge and skills necessary in an ever-changing profession.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Veterinary Technician				
TOTAL COURSE	E HOURS:	96 credit	Check one:	Quarter H	lours	\boxtimes
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	24 months	TUITION:	\$18,144.0	00	
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
VT1000	Introduction	n To Veterinary Technolog	ду		_4	
VT1100	Small Anir	nal Medicine I			4	
VT1200	Veterinary	Lab Procedures I			4	
VT1220	Veterinary	Lab Procedures II			4	
VT1230	Veterinary	Lab Procedures III			4	
VT1361	Anatomy a	and Physiology			4	
VT1400	Pharmaco	logy			4	
VT2000	Small Anir	nal Medicine II			4	
VT2100	Laboratory	& Exotic Animals			4	
VT2200	Veterinary	Imaging			4	
VT2300	Large Anir	nal Medicine			4	
VT2400	Anesthesia	a and Surgical Assistance			4	
VT2900	Veterinary	Externship I			4	
VT2910	Veterinary	Externship II			4	
VT2920	Veterinary	Externship III			4	
	_			<u> </u>	_	

SPECIALTY COURSES: Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title Hours CF 1000 Professional Development *Effective Public Speaking CM 1200 4 EN 1101 *Composition I 4 EN 1102 *Composition II 4 EN 1200 **Business Communication** 4 MC 1150 Introduction to Microcomputer Applications 4 MT 1650 Medical Math and Calculation 4 PS 1200 *Principles of Psychology 4 SO 1200 *Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 63% 60 Percentage: Number of Credit/Clock Hrs. in General Courses: Percentage: 56%

16 / ____

Percentage:

44%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- Location of library; Hours of student access; Part-time, full-time librarian/staff:
 Brown Mackie College Library is located in Michigan City, IN. Library hours are Monday

 8am-9pm, Tuesday 8am-9pm, Wednesday 8am-12pm and Thursday 8am-9pm. There
 is a full-time librarian on staff.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities:

Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library,
and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

BROWN MACKIE COLLEGE – MICHIGAN CITY:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 9 Full-time: 3 Part-time: 6	Total # of Faculty in the Program:	9	Full-time:	3	Part-time:	6
--	------------------------------------	---	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Michael Badowski	BS	14	5	0		Х
Janet Bauer	MS	6	4	0	Χ	
James Cheslek	JD	26	2	0		Χ
Robert McMonigal	BS	26	1	7		Х
Alice K. Schaaf	MSED	2	2	30		Х
Larry Sherwood	MIS	31	2	0		Х
Jason Warren	MA	Х	1	6		Х
Joan Wiseman	JD	15	4	7	Х	
Susan Zolvinski	BS	24	11	0	Х	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Badowski	Michael	John	
	(Last)	(First)	(Middle)	
NAME OF	INSTITUTION:	Brown Mackie College-Michigan	Cit∨	
MANIE OI	inomion.	Diowit Mackie College-Michigan	Oity	
		Names of Courses Taught:		
Computer A	Applications - Vario	ous		
Microsoft V	Vord, Excel, Acces	s, PowerPoint, Introduction to Microc	omputers	
Internet Re	search			
·	·			

	Avec or Subject of		Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Purdue University-Calumet					
Campus	Hammond, IN	BS-Supervision	1978	1982	
Purdue University-Calumet Campus	Hammond, IN	AAS-Supervision	1978	1979	
Purdue University-Calumet Campus	Hammond, IN	AAS-Computer Technology-Commercial	1974	1978	
		-			
			Employment Period		
Annlinable		Event Nature of	Employme	nt Period	
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:	
	Location Michigan City , IN				
Experience Brown Mackie College	Michigan City , IN Indiana Harbor Works,	Experience	From:	То:	
Experience	Michigan City , IN	Computer Instructor	From: 2001	To:	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Cheslek		James			
	(Last)		(First)		(Middle)	
NAME OF	INSTITUTIO	ON: Brown N	lackie College - Michig	an City	,	
		Names (of Courses Taught:			
American C	Constitutiona	ıl Law Legal f	Research			
Business L	aw	Juvenil	е			
Human Res	sources	Introdu	uction to Criminal Justic	е		
Property La	ıw	Legal V	Vriting			
Litigation						
Ethics						
Professiona	al Developm	ient				
Medical Eth	nics					
Source of			Area or Subject	4 66	Period of A	ttendance
Source of Training/E	ducation	Location	Area or Subjec Training/Educa		From:	To:

. a.pa.a.co,	0.2. 24		
Grand Rapids, MI	B.A. Political Science	1966	1970
		Employme	nt Period
	Exact Nature of	Linployment i enou	
Location	Experience	From:	To:
Northwest, IN	Managing Partner of a 33 attorney firm	1974	2000
Michigan City	Adjunct Professor	2004	Present
	Location Northwest, IN	Grand Rapids, MI B.A. Political Science Exact Nature of Experience Managing Partner of a 33 attorney firm	Grand Rapids, MI B.A. Political Science 1966 Exact Nature of Experience Managing Partner of a 33 attorney firm 1974

J.D. Law

1971

1974

Valparaiso University

Valparaiso, IN

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	McMonigal	Robert	J
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
IVAIVIL OF	institution.	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
College Ma	thematics		
Fundamen	tals of Math		

			Period of	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana Institute of Tech.	Fort Wayne, IN	Civil Engineering	1960	1967
Columbia Pacific University	San Rafael, CA	Business & Personnel	1980	1982
Columbia Pacific Univ.	San Rafael, CA	Sociology	1982	1984
Professional Engineer	IN, IL, and MI	Professional Engineering	1986	
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
NiSource	Merrillville, Indiana	Training Employees	1980	1996
McMonigal & Associates	Michigan City, Indiana	Engineering	1986	Present
Purdue University	Westville, IN	Mathematics Professor	1999	Present
	1		1	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAWE:	Schaar	Alice	Katherine
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
Effective F	Public Speaking		
Ethics			
Profession	nal Development		
Introduction	on to Literature		
Internet R	esearch		
Principles	of Psychology		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
International Education Services	Tokyo, Japan	Pre-school/Elem. Ed., Creative Dance&Drama	1981	1986
Home School Teacher's Association	Fukuoka, Japan	Curr. Accred. Cert., Elementary Teaching Cert.	1987	1989
College of St. Scholastica	Duluth, MN	BA in Org. Behavior, Psy and Management Majors	2000	2004
University of Phoenix	Phoenix, AZ	MS ED	2004	2006
A		Free of Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Life House	Duluth, MN	Counseling, Youth Mentor, Intake, Comm. Services	10/1998	05/2000
Lowell Elementary	Duluth, MN	Teaching Assistant	10/2000	6/2001
Lakeview Christian Academy	Duluth, MN	Teacher, All Subjects, Middle and High School	10/2001	6/2002
Brown Mackie College	Michigan City, IN	Adjunct Instructor	09/2004	08/2006

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Sherwood

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Larry

D

(Last)	(First)	(Middle)				
NAME OF INSTITUTION:	Brown Mackie College - Michigan City					
Names of Courses Taught:						
Business Law						
Human Resources						
Small Business Management						
Principles of Finance						
Spreadsheets I and Spreadshe	eet II					
Word Processing I and Word P	rocessing II					
Database Applications						
Professional Presentation Tech	niques					

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Georgia State University	Atlanta, GA	Client-Server Networks and Distributed Processing	9/93	12/94
AT & T Prof Dev Center Executrain	Atlanta, GA	Power Point, Word, Excel, Microsoft Access	9/93	1/94
Georgia State University	Atlanta, GA	Master of Decision Sciences-Bus. Admin.	1981	1983
Georgia State University	Atlanta, GA	Master of Business Information Systems	1979	1981
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
AT & T and Lucent Technologies	Atlanta, GA	Senior Mgr and CIO - many other mgt positions	1970	2001
Brown Mackie College	Michigan City, IN	Adjunct Instructor	2004	Present

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Bauer	Janet	M
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	v, IN
		Names of Courses Taught:	
Professiona	al Development	Introduction to Busines	S
Small Busin	ness Management	Human Resources	
Business La	aw	Ethics	
Internet Re	search	Public Speaking	
Business C	ommunication		

			Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana Wesleyan University	Marion, IN	Master of Science - Management	2005	2006
Purdue University	Westville, IN	B.S Supervision	1983	1989
No. Indiana School of Radiologic Technology	Westville, IN	Certification in Radiologic Technology	1976	1978
			Employme	nt Period
				iit i Ciiou
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location Michigan City, IN			
Experience		Experience	From:	То:
Brown Mackie College	Michigan City, IN	Department Chairperson Area Coordinator for	From: 2002	To:

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Warren	Jason	
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - Michigan City	
		Names of Courses Taught:	
Business (Communications		
Ethics			
Principles	of Sociology		
Compositi	on I		
Fundamer	ntals of English		
Effective F	Public Speaking		
Compositi	on II		
	•		•

0			Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue Calumet	Hammond, IN	English Literature	2002	2005
Purdue North Central	Westville, IN	Liberal Studies	1993	1999
Annliaghla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Hammond, IN			
Experience		Experience Teaching all levels of	From:	То:
Purdue North Central	Hammond, IN	Experience Teaching all levels of Composition Teaching Reading	From: 1999	To: 2005

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Wiseman	Joan	Frances
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Brown Mackie College - Michigan City

Names of Courses Taught:			
American Constitutional Law	Family Law		
Effective Public Speaking	Litigation		
Ethics	Contract Law		
Introduction to Criminal Justice	Property Law		
Criminal Procedure	Criminal Law		
Juvenile Justice			
Legal Research			
Legal Writing			

Sauras of		Area or Subject of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue University	Westville, IN 46391	Bachelor of Liberal Studies	1985	1989
Valparaiso University School of Law	Valparaiso, IN 46383	Juris Doctor	1989	1992
Applicable		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location Michigan City, IN 46360			
Experience		Experience	From:	То:
Experience Indiana licensed Attorney	Michigan City, IN 46360	Experience Solo practice Teaching Constitutional	From: 1992	To:

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Susan

NAME:

John H. Phillips, M.D.

St. Anthony Hospital

Michigan City, IN

Michigan City, IN

Zolvinski

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Brown Ma	ckie College - Michigan City		
	Names of	Courses Taught:		
Madical Math	Names of	Courses raught.		
Medical Math				
0		Anna an Oubinst of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
Argosy University	Chicago, IL	Leadership; MBA	2005	present
Kennedy-Western University	Cheyenne, WY	Healthcare Administration - BS	2000	2001
Commonwealth College	Michigan City, IN	Medical Assisting - AAS	1996	1997
Lake Michigan College	Benton Harbor, MI	Practical Nursing- Cert Med. Assistant - Cert	1981 1980	1982 1981
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
American Education Centers	Michigan City , IN	Department Chairperson – Allied Health Programs	1995	present
Med Watch P.C.	Michigan City, IN	Director of Nursing	1991	1996

Office Nurse

Staff Nurse

1988

1989

1991

1991

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie Colle	ge - South Bend				
Name of Program	Veterinary Technician					
Level of Degree (AAS, AS, A	A, BAS, BA, BS, MBA, MAS, MA	۹, MS, Ph.D.)	AS			
Name of Person Preparing thi	s Form	William C. Hanse	n			
Telephone Number	574-237-0774	Applicat	ion Type			
Date the Form was Prepared	February 9, 2007	⊠ New	Renewal			
explain how it is structured	Describe what the program in order to accomplish the ob	jectives.				
	chnician is a two-year program o	-				
knowledge and skills needed	to obtain entry-level employmen	t in a variety of mo	odern veterinary			
clinical settings and veterinary	y-related fields. Graduates of the	e program will be a	able to provide a			
wide range of clinical skills inc	cluding animal patient care, labo	ratory procedures.	<u>, medical</u>			
imaging, anesthesia administi	ation and monitoring, and surgic	cal assisting for a	variety of			
domestic animals. These skil	ls combined with the knowledge	gained through ge	eneral education			
courses will enable graduates	to be successful as veterinary t	echnicians in all fi	elds of			
veterinary medicine.						
The intent of the Veterinary To	echnician program is for graduat	es:				
 To achieve a passing 	score on the veterinary technicia	ın certification exa	ı <u>m.</u>			
• To meet or exceed the	e expectation of employers, their	staff, and clients	whom they serve			
in regard to the level of knowl	edge and skills needed for entry	-level employment	t as a veterinary			
technician.						
 To demonstrate the ut 	most humane and ethical praction	ces when providing	g care to any			

To recognize the need for continuing education in the field of veterinary technician to

maintain the knowledge and skills necessary in an ever-changing profession.

and all animals.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Veterinary Technicia	an			
TOTAL COURS	E HOURS:	96 credit	Check one:	Quarter I	Hours	\boxtimes
				Semeste	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	24 months	TUITION:	\$18,144.0	00	
SPECIALTY CO	<u>URSES</u> :					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
VT1000	Introduction	n To Veterinary Techno	ology		4	
VT1100	Small Anir	nal Medicine I			4	
VT1200	Veterinary	Lab Procedures I			4	
VT1220	Veterinary	Lab Procedures II			4	
VT1230	Veterinary	Lab Procedures III			4	
VT1361	Anatomy a	and Physiology			4	
VT1400	Pharmaco	logy			4	
VT2000	Small Anir	nal Medicine II			4	
VT2100	Laboratory	/ & Exotic Animals			4	
VT2200	Veterinary	Imaging			4	
VT2300	Large Anir	mal Medicine			4	
VT2400	Anesthesi	a and Surgical Assistan	ce		4	
VT2900	Veterinary	Externship I			4	
VT2910	Veterinary	Externship II			4	
VT2920	Veterinary	Externship III			4	
					_	

SPECIALTY COURSES: Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours CF 1000 Professional Development *Effective Public Speaking CM 1200 4 EN 1101 *Composition I 4 EN 1102 *Composition II 4 EN 1200 **Business Communication** 4 Introduction to Microcomputer Applications 4 MC 1150 Medical Math and Calculation 4 MT 1650 PS 1200 *Principles of Psychology 4 SO 1200 *Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 60 / Percentage: 63% *20 Number of Credit/Clock Hrs. in General Courses: Percentage: 56%

44%

Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m to 9:00 p.m. Wednseday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,609 volumes, 217 professional titles and 300 videos for check-out by students

3. Number of professional periodicals subscribed to:

The library offers 58 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary laon through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

BROWN MACKIE COLLEGE – SOUTH BEND:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arthea Estridge	BS, MS	10	10	0	Х	
Michaela Meagher	BA, MS	12	4	8	Χ	
Linda Sayre	BS, MS	36	21	10	Χ	
Stephanie Scharf	BS, MSW	25	2	0		Х
Sheila Smith	D.Ed	21	3	13		Χ

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Estridge	Arthea	Z.
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - South Bend	
		Names of Courses Taught:	
Composito	n I		
Composition	on II		
Effective P	ublic Speaking		
Fundamen	tals of English		

Sauras of		Avec or Subject of	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University Bloomington, IN	Bloomington, IN	English	1970	1974
Indiana University	South Bend, IN	Teaching Certification (secondary)	1988	1993
Indiana University	South Bend, IN	MA/ Secondary Education	1993	1997
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Teaching Assistant	South Bend Community Schools - South Bend, IN	Assisted handicapped students with reading/math	December 1991	September 1994
Student Teacher	Jackson M.S. South Bend, IN	Taught reading in 6 th & 7 th grades	Summer 1991	
Student Teacher	Elkhart Community School, Elkhar, IN	Created & implemented lesson in H.S. Eng. class	Spring 1993	
	Indiana University, South	Created & implemented	January	April

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Meahger	Michaela	M
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College- South Bend	
		Names of Courses Taught:	
Business (Communications		
Composition	on I		
Composition	on II		
Effective P	ublic Speaking		

Carrage		Anna an Cubiast of	Period of A	Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Nazareth College	Rochester, NY	Theatre	1987	1989	
Indiana Univesity	South Bend, IN	Theatre	1989	1989	
Indiana University	Bloomington, IN	Theatre	1990	1992	
Indiana University	South Bend, IN	Education	1997	2002	
	1				
Annliaghla		Event Nature of	Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
	Location Elkhart Community School		From: 1994	To: 1998	
Experience	Elkhart Community School	Experience English as Second			
Experience Teacher		Experience English as Second Language English and	1994	1998	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

_	Sayre (Last)		Linda (First)	K. (Middle)	
NAME OF IN	. ,	N. Brown M	Mackie College- South Bend	(Middle)	
NAME OF IN	31110110	JN. BIOWITH	Mackie College- South Bend		
		Names of	of Courses Taught:		
Professional	Developn	nent			
				Period of A	Attendance
Source of Training/Edu	ucation	Location	Area or Subject of Training/Education	From:	To:
Pittsburg State	University	Pittsburg, KS	BS in Business Ed.	1963	1967
Pittsburg State		Pittsburg, KS	MA in Business Ed.	1968	1968
	,	<u> </u>			
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Southeast High	School	Cherokee, KS	Business Instructor	1968	1971
Pittsburg State	Univ.	Pittsburg, KS	Instructor	1976	1976
J					

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Scharf

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Stephanie

Jane

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Brown Mack	ie College - South Bend		
	Names of C	ourses Taught:		
Principles of Psychological	gy			
Prinicples of Sociology	1			
Source of		Area or Subject of	Period of A	Attendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of Illinios (BS)	Urbana Chamapaige, IL	Psychology	1972	1976
University of Illinois (M.S.W.)	Chicago, IL	Social Work	1978	1980
Applicable	Exact Nature of		Employme	nt Period
Experience	Location	Experience	From:	To:
State of Ilinois	Chicago, IL	social work, case management	1980	1985
		education,		. 500
Planned Parenthood Madison Center	South Bend, IN Madison Center	social work	1999	2004
Sex Abuse Prevention	South Bend, IN	Prevention Education	1992	current

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Smith			Sheila	Ann	
(Last)		(First)	(Middle)	
NAME OF INS	STITUTI	ON: Brown Mad	ckie College - South Bend		
		Names of (Courses Taught:		
Dringiples of F	Pevebolo		oou.coo raagiii.		
Principles of F	Sycriolo	gy			
				Period of A	Attendance
Source of Training/Edu	cation	Location	Area or Subject of Training/Education	From:	To:
Georgia State Ur		Atlanta, GA	Counseling	1975	1976
Western Michiga University	n ———	Kalamazoo, MI	Counseling Psychology	1983	1989
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Clinical Therapis	t	Washington St. South Bend, IN	Therapist working with mentally ill	1999	2000
Assistnat Profess of Psycho	logy	Manchester College Indiana	taught intro. to PsyDev. Psy., Abnormal Psy.,	2000	2001
Assistant Profess Psychology	sor of	IUSB South Bend, IN	taught Ed. Psy	fall 2001	
Jordan Collogo		Benton Harbor,	taught intro to Psy Dev.	1095	1005

